



# THE COMMUNICATOR

Grant County Employee Newsletter

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## Guest Columnist— Jeff Anderson, Information Services Manager



When people ask me what I do, I respond, "I'm the Information Services Manager for Grant County." After 3 seconds of them giving me the "deer in the headlights" look, I tell them: "I'm the computer guy for the County." "Ohhhhh!" is usually what follows. While this is true, I am the "computer guy" for the County, my job entails so much more.

Information Services is defined as "...the discipline concerned with the development, use, application and influence of information technologies" (thanks wikipedia.org)

Three, two, one...  
Basically, anything that allows

users to do their job. This includes much more equipment than just computers. It includes servers, telephone systems, network equipment (the things computers plug into to allow them to talk to each other), other hardware, and software.

My day consists of trying to solve 200 people's current problems while at the same time, implementing new hardware, creating disaster recovery documents for each department, working to allow departments to share information, updating/creating policy and procedure, and finding new/better technologies to increase employee productivity and system availability.

As many of you know, we have updated our Electronic Communications Policy. I have been fielding a ton of questions about this, as it seems there is some confusion. I would like to take a little time to try to clear up some things.

The policy states: "The use of any software and business equipment...for personal purposes is strictly prohibited, unless expressly permitted by a designated manager."

I would like to express to everybody it is not our intent to prohibit all personal use. This policy allows limited authorized personal use. It is not, nor was it, the intent of the County to micromanage the departments' authority of computer usage. However, it is the County's intent to control abuse.

Here are some questions I have received about the updated policy:

Are these acceptable?

- Spouse emails during the day to let one know that she is going home sick, and person respond.
- Send personal emails.
- What about personal email, I have been emailing my

*(Continued on page 2)*

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wife each morning just to let her know the kids got to school/daycare ok and any issues with pickup or day-care?

- Can employees use the Internet to research something non-work related while on breaks?
- During the day, one takes a break and utilizes the computer to read personal emails (yahoo, msn, etc.), or read the news online, or search for a Christmas present online.
- Order a present online during my lunch hour or before work or after work.
- Use the phone to set up a haircut appointment.

You need to ask your supervisor or department head about this type of personal use. Ultimately, your manager or designee has the authorization to give the okay for these types

of things. They have the responsibility to control the electronic communication devices and any abuse which may occur.

Another item I would like to touch on is the time change. The experts have hailed this as a "Mini-Y2K". People feared the end of the world. I want to caution everybody to watch for emails (at work or at home) you will receive in the weeks following March 11. There are emails that have been sent out that look as if they are from your bank or financial institution. The emails state your "billing information records are out of date", because of the early time change, and ask you to click on a link and enter your username and password to update your information. These emails are called Phishing attempts and have gained popularity in recent years. The impostor sends you to a fake website (it looks like your bank's, eBay's, or PayPal's website) where they record

your username and password (after you try to login) and then use this information to gain access to your account and make you the victim of identity theft.

I URGE you to contact your bank or financial institution directly with any questions you have about any emails you receive. This accomplishes two things:

1. You find out if the email in question is legitimate.
2. The bank becomes aware there are fraudulent emails circulating and can take measures to alert and protect their customers.

While I have highlighted some of the things I do, there are so many more, I could spend days listing them. I would like to thank all the County departments for their cooperation and understanding, as my job would be much more difficult without their support.

### Interesting tid-bit...

About 5 percent of the electricity consumed in U.S. households is lost to computers, televisions and other appliances that are turned off, but still plugged in.

*Copied from WCA Newsletter - Source: Cost Control Associates*

### 2007 Office Co-pay Reimbursement requests are due April 10th.

You can get a reimbursement form at the Personnel Office or from the internet. The internet web address is [www.co.grant.wi.gov](http://www.co.grant.wi.gov) (click on "Departments" then "Personnel Department" then Office Co-pay Reimbursement "Policy and Form").

**Grant County paid \$10,430 in reimbursements for 2006 Office Co-pays.**

## Guest Columnist— Joyce Roling, Personnel Director



**Joyce Roling  
Director**

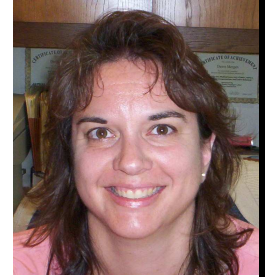
The Grant County Personnel Department consists of two full time employees and is responsible for administering a comprehensive human resource program.

This department advises the county board, department heads, supervisors, and employees on issues of employee compensation, benefits administration, training and education, recruitment and selection, employee safety and health, and policy development.

Other services provided by the Personnel Department include:

- Employee Benefit and Insurance Administration
- FMLA Administration
- Employee Orientation
- Job Analysis and Evaluation

- Job Description Development
- Equal Opportunity / Affirmative Action
- Personnel Record Keeping / Reports
- Workers Compensation Administration



**Dawn Mergen  
Specialist**

Labor relations are another important aspect of the Personnel Office. The Personnel Department negotiates with the county's five labor unions to develop collective bargaining agreements and assist county departments in interpreting and applying the contracts as well as investigating and resolving grievances.

Total Grant County Employee's as of December 31, 2006 are as follows:

Full time Benefit	269
Regular Part time Benefit	133
Part time	17
Limited term and Seasonal	139
<b>Total Employees</b>	<b>558</b>

### ***It's about Respect...***

Employees should feel safe and respected for the work they do. The key to preventing harassment is to understand what it is and how it affects others.

#### **Harassing conduct in the workplace includes:**

- Abusive words or phrases, slurs or negative stereotyping
- Threatening, intimidating or hostile acts
- Put-down jokes
- Written or graphic material that shows hostility or aversion to an individual or group.

#### **Remember to:**

- ❖ Demonstrate respect for co-workers
- ❖ Focus on an individuals ability to contribute; not his or her personality
- ❖ Honor a persons right to do his or her job
- ❖ Think before you speak
- ❖ Be careful with jokes in the workplace. Avoid off-color humor
- ❖ Don't let peer pressure influence you to say or do things you wouldn't normally do.
- ❖ Comments that are appropriate at home or in another social environment may not be appropriate at work.
- ❖ Think about the potential effects of your actions on others.

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*Source: Coastal Training Technologies, Inc.*



## Service Anniversaries (5 year increments)

Elaine Majerus, 5 years on April 1st  
Nancy Pennekamp, 5 years on May 7th  
Norma Wolf, 5 years on May 7th  
Kathy Clauer, 5 years on June 4th  
Janell Bradshaw, 5 years on June 6th  
Nicole Pennekamp, 5 years on June 6th  
Jennifer Reding, 5 years on June 6th  
Michelle Lee, 5 years on June 11th

Mary Allen, 10 years on April 14th  
Lawrence Ploessl, 10 years on April 14th  
Linda Rech, 10 years on May 9th  
Lois Reynolds, 10 years on May 9th  
Kim Leamy, 10 years on June 16th  
Ruth Shelliam, 10 years on June 23rd  
Mary Ann Flesch, 10 years on June 27th  
Julie Leibfried, 10 years on June 30th

Jay Fitzgerald, 15 years on April 12th  
Phyllis Fuerstenberg, 15 years on May 11th

Sandra Lenz, 20 years on June 30th

Lawrence Kirschbaum, 25 years on June 1st  
Connie Cray, 25 years on June 21st

Jeffrey Hesseling, 35 years on June 12th

***Congratulations on reaching  
these milestones! Thank you***

Anyone wishing to have a specific subject discussed in a future newsletter may contact Joyce Roling at 723-2045.